

ROBINSON TOWNSHIP
OTTAWA COUNTY, MICHIGAN
ANNUAL FINANCIAL REPORT
YEAR ENDED MARCH 31, 2004

KIEKOVER, SCHOLMA & SHUMAKER, PC
Certified Public Accountants
Zeeland, Michigan

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

Local Government Type <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Government Name Robinson Township	County Ottawa
Audit Date 3/31/04	Opinion Date 6/24/04	Date Accountant Report Submitted to State: 7/28/04	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- | | |
|---|---|
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements. |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980). |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended). |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act. |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]). |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit. |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year). |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241). |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95). |

We have enclosed the following:

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.			✓
Reports on individual federal financial assistance programs (program audits).			✓
Single Audit Reports (ASLGU).			✓

Certified Public Accountant (Firm Name) Kiekover, Scholma, & Shumaker, PC			
Street Address 205 East Main Street		City Zeeland	State MI
Accountant Signature <i>Kiekover, Scholma & Shumaker, PC</i>		ZIP 49464	Date 7/28/04

Robinson Township
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INDEPENDENT AUDITOR'S REPORT

June 24, 2004

Township Board
Robinson Township
Ottawa County, Michigan

We have audited the accompanying general purpose financial statements of Robinson Township as of and for the year ended March 31, 2004, as listed in the table of contents. These general purpose financial statements are the responsibility of Robinson Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of Robinson Township as of March 31, 2004, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining and individual fund financial statements listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of Robinson Township. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

Kiekover, Scholma & Shumaker, PC

Kiekover, Scholma & Shumaker, PC
Certified Public Accountants

General Purpose
Financial Statements

Robinson Township
COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS
March 31, 2004

	Governmental Fund Types		Fiduciary Fund Type
		Fire Operating Special Revenue	Trust and Agency
ASSETS AND OTHER DEBITS	General		
Cash and investments	\$ 574,567	\$ 275,053	\$ 374,768
Assessments receivable	13,346	-	-
Due from other funds	2,457	-	-
Due from other units	9,094	13,064	-
Prepaid expenses	33,189	-	-
Fixed assets	-	-	-
Total Assets and Other Debits	<u>\$ 632,653</u>	<u>\$ 288,117</u>	<u>\$ 374,768</u>
LIABILITIES, EQUITY AND OTHER CREDITS			
Liabilities:			
Accounts payable	\$ 19,318	\$ 14,601	\$ -
Wages payable	11,431	-	-
Due to other funds	-	-	2,457
Deposits	6,050	-	-
Deferred revenue	13,346	-	-
Total Liabilities	<u>50,145</u>	<u>14,601</u>	<u>2,457</u>
Equity and Other Credits:			
Investment in general fixed assets	-	-	-
Fund balances:			
Reserved:			
Prepaid expenses	33,189	-	-
Employees' pension plan	-	-	372,311
Unreserved:			
Designated for park	15,000	-	-
Designated for infra-structure	228,117	-	-
Undesignated	306,201	273,516	-
Total Equity and Other Credits	<u>582,507</u>	<u>273,516</u>	<u>372,311</u>
Total Liabilities, Equity and Other Credits	<u>\$ 632,652</u>	<u>\$ 288,117</u>	<u>\$ 374,768</u>

The notes to the financial statements are an integral part of this statement.

Account Group	Totals (Memorandum Only)	
General Fixed Assets	2004	2003
\$ -	\$ 1,224,388	\$ 1,291,022
-	13,346	19,845
-	2,457	3,070
-	22,158	30,067
-	33,189	29,679
<u>1,859,412</u>	<u>1,859,412</u>	<u>1,659,936</u>
<u>\$ 1,859,412</u>	<u>\$ 3,154,950</u>	<u>\$ 3,033,619</u>
\$ -	\$ 33,919	\$ 58,573
-	11,431	9,367
-	2,457	3,070
-	6,050	6,050
-	<u>13,346</u>	<u>19,845</u>
-	67,203	<u>96,905</u>
1,859,412	1,859,412	1,659,936
-	33,189	29,679
-	372,311	306,473
-	228,117	115,020
-	<u>579,717</u>	<u>825,606</u>
<u>1,859,412</u>	<u>3,087,746</u>	<u>2,936,714</u>
<u>\$ 1,859,412</u>	<u>\$ 3,154,949</u>	<u>\$ 3,033,619</u>

Robinson Township
 COMBINED STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCES
 ALL GOVERNMENTAL FUND TYPES
 Year Ended March 31, 2004

	Governmental Fund Types		Totals (Memorandum Only)	
		Fire Operating Special Revenue		
	General		2004	2003
Revenues:				
Taxes	\$ 178,609	\$ 247,394	\$ 426,003	\$ 410,721
Licenses and permits	118,754	-	118,754	118,758
Grants	11,880	-	11,880	106,920
State shared revenues	398,442	-	398,442	433,131
Charges for services	4,867	-	4,867	5,080
Interest	7,135	3,177	10,312	18,907
Special assessments	9,710	-	9,710	23,931
Other	22,935	1,452	24,387	20,927
Total Revenues	<u>752,332</u>	<u>252,023</u>	<u>1,004,355</u>	<u>1,138,375</u>
Expenditures:				
Current:				
General government	379,026	-	379,026	356,007
Public safety	107,921	365,578	473,499	262,272
Public works	105,002	-	105,002	181,815
Community and economic development	86,430	-	86,430	52,615
Recreation and culture	36,501	-	36,501	168,566
Other	38,179	-	38,179	29,204
Total Expenditures	<u>753,059</u>	<u>365,578</u>	<u>1,118,637</u>	<u>1,050,479</u>
Excess Of Revenues Over (Under) Expenditures	(727)	(113,555)	(114,282)	87,896
Fund Balances - April 1	<u>583,234</u>	<u>387,071</u>	<u>970,305</u>	<u>882,409</u>
Fund Balances - March 31	<u>\$ 582,507</u>	<u>\$ 273,516</u>	<u>\$ 856,023</u>	<u>\$ 970,305</u>

The notes to the financial statements are an integral part of this statement.

Robinson Township
 COMBINED STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCES
 BUDGET AND ACTUAL - GENERAL AND SPECIAL REVENUE FUNDS
 Year Ended March 31, 2004

	General Fund		
	Budget	Actual	Variance Favorable (Unfavorable)
Revenues:			
Taxes	\$ 168,631	\$ 178,609	\$ 9,978
Licenses and permits	136,800	118,754	(18,046)
Grants	-	11,880	11,880
State shared revenues	430,000	398,442	(31,558)
Charges for services	7,300	4,867	(2,433)
Interest	10,000	7,135	(2,865)
Special assessments	10,225	9,710	(515)
Other	19,100	22,935	3,835
Total Revenues	<u>782,056</u>	<u>752,332</u>	<u>(29,724)</u>
Expenditures:			
Current:			
General government	358,500	379,026	(20,526)
Public safety	99,900	107,921	(8,021)
Public works	105,000	105,002	(2)
Community and economic development	81,240	86,430	(5,190)
Recreation and culture	36,000	36,501	(501)
Other	42,500	38,179	4,321
Total Expenditures	<u>723,140</u>	<u>753,059</u>	<u>(29,919)</u>
Excess Of Revenues Over (Under) Expenditures	58,916	(727)	(59,643)
Fund Balances - April 1	<u>583,234</u>	<u>583,234</u>	-
Fund Balances - March 31	<u>\$ 642,150</u>	<u>\$ 582,507</u>	<u>\$ (59,643)</u>

The notes to the financial statements are an integral part of this statement.

Fire Operating Special Revenue Fund		
Budget	Actual	Variance Favorable (Unfavorable)
\$ 239,000	\$ 247,394	\$ 8,394
-	-	-
-	-	-
-	-	-
-	-	-
-	3,177	3,177
-	-	-
-	1,452	1,452
<u>239,000</u>	<u>252,023</u>	<u>13,023</u>
-	-	-
371,805	365,578	6,227
-	-	-
-	-	-
-	-	-
-	-	-
<u>371,805</u>	<u>365,578</u>	<u>6,227</u>
(132,805)	(113,555)	19,250
<u>387,071</u>	<u>387,071</u>	<u>-</u>
<u>\$ 254,266</u>	<u>\$ 273,516</u>	<u>\$ 19,250</u>

Totals (Memorandum Only)		
Budget	Actual	Variance Favorable (Unfavorable)
\$ 407,631	\$ 426,003	\$ 18,372
136,800	118,754	(18,046)
-	11,880	11,880
430,000	398,442	(31,558)
7,300	4,867	(2,433)
10,000	10,312	312
10,225	9,710	(515)
19,100	24,387	5,287
<u>1,021,056</u>	<u>1,004,355</u>	<u>(16,701)</u>
358,500	379,026	(20,526)
471,705	473,499	(1,794)
105,000	105,002	(2)
81,240	86,430	(5,190)
36,000	36,501	(501)
42,500	38,179	4,321
<u>1,094,945</u>	<u>1,118,637</u>	<u>(23,692)</u>
(73,889)	(114,282)	(40,393)
<u>970,305</u>	<u>970,305</u>	<u>-</u>
<u>\$ 896,416</u>	<u>\$ 856,023</u>	<u>\$ (40,393)</u>

Robinson Township
ROBINSON TOWNSHIP PENSION PLAN
STATEMENT OF CHANGES IN NET ASSETS
Year Ended March 31, 2004

Additions:

Investment earnings	\$ 75,634
Employer contributions	31,426
Employee contributions	<u>23,148</u>

Total Additions	<u>130,208</u>
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Deductions:

Administrative fees	-
Benefit payments	<u>64,370</u>

Total Deductions	<u>64,370</u>
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Change in Net Assets	65,838
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Net Assets - April 1	<u>306,473</u>
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Net Assets - March 31	<u>\$ 372,311</u>
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The notes to the financial statements are an integral part of this statement.

Robinson Township
NOTES TO FINANCIAL STATEMENTS
Year Ended March 31, 2004

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity:

Robinson Township was established under the laws of the State of Michigan and is governed by an elected five-member board. As required by generally accepted accounting principles, these financial statements present the Township and its component units, entities for which the Township is considered to be financially accountable. There are no component units included in these financial statements.

B. Measurement Focus, Basis of Accounting and Basis of Presentation:

The accounts of the Township are organized and operated on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded directly in those funds.

The Township has the following fund types and account groups:

Governmental funds are used to account for the Township's general government activities. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recognized when susceptible to accrual (i.e., when they are "measurable and available"). "Measurable" means the amount of the transaction can be determined and "available" means collectable within the current period or soon enough thereafter to pay liabilities of the current period. The Township considers all revenues available if they are collected within 60 days after year end. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Property taxes, state shared revenues, interest and special assessments are susceptible to accrual. Other receipts become measurable and available when cash is received by the Township and are recognized as revenue at that time.

Governmental funds include the following fund types:

The *general fund* is the Township's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *special revenue funds* account for revenue sources that are legally restricted to expenditure for specific purposes (not including expendable trusts or major capital projects).

Fiduciary funds account for assets held by the Township in a trustee capacity or as an agent on behalf of others. Trust funds account for assets held by the Township under the terms of a formal trust agreement.

The *pension trust fund* is accounted for on the flow of economic resources measurement focus and uses the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. The pension trust fund accounts for the assets of the Township's pension plan for eligible employees and officials.

The *agency fund* is custodial in nature and does not present results of operations or have a measurement focus. Agency funds are accounted for using the modified accrual basis of accounting. This fund is used to account for assets that the Township holds for others in an agency capacity.

Account Groups. The *general fixed assets account group* is used to account for fixed assets not accounted for in proprietary or trust funds.

C. Assets, Liabilities and Equity:

1. Deposits and Investments.

The Township maintains a pooled checking account for use of its various funds. Cash in excess of current requirements is invested in various interest bearing accounts. A separate Tax Collection Fund checking account is maintained solely for the purpose of disbursements particular to that fund.

The Township's investment policies are governed by state statutes, formal board policy and administrative procedures. Permissible investments include obligations of the U.S. Treasury and its agencies, Michigan financial institution certificate of deposit, commercial paper with prescribed rating, U.S. Government repurchase agreements and mutual funds consisting of any of the above. Attorney General's Opinion No. 6168 states that public funds may not be deposited in institutions located in states other than Michigan. The Township's deposits are in accordance with statutory authority.

Investments are reported at fair value.

2. Receivables and Payables.

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "interfund receivables/payables" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

All property tax receivables are shown net of an allowance for uncollectibles. The property tax receivable allowance is equal to \$0.

Property taxes attach as an enforceable lien on property as of December 31, Township taxes are levied on the following December 1 and are payable without penalty through February 14. The Township bills and collects its own property taxes and also taxes for the county and several school districts within its jurisdiction. Collections and remittances of the county and school taxes are accounted for in the Current Tax Collection Fund. Township property tax revenues are recognized as revenues in the fiscal year levied to the extent that they are measurable and available.

3. Inventories.

Inventories for the various funds do not consist of material amounts. The cost of inventoriable supplies has been recorded as an expenditure at the time of purchase.

4. Fixed Assets.

Fixed assets used in governmental fund types of the Township are recorded in the general fixed assets account group at cost or estimated historical cost if purchased or constructed. Donated fixed assets are recorded at their estimated fair value at the date of donation. Assets in the general fixed assets account group are not depreciated. Interest incurred during construction is not capitalized on general fixed assets.

Public domain (infrastructure) general fixed assets (e.g., road, bridges, sidewalks and other assets that are immovable and of value only to the Township) are not capitalized.

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend assets' lives are not included in the general fixed assets account group.

5. Compensated Absences.

The liability for compensated absences is not material and no accrual has been reflected in these financial statements.

6. Fund Equity.

Reservations of fund balance represent amounts that are not appropriable or are legally segregated for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change

7. Memorandum Only – Total Columns.

Total columns on the general purpose financial statements are captioned as “memorandum only” because they do not represent consolidated financial information and are presented only to facilitate financial analysis. The columns do not present information that reflects financial position, results of operations or cash flows in accordance with generally accepted accounting principles. Interfund eliminations have not been made in the aggregation of this data.

8. Comparative Data.

Comparative total data for the prior year have been presented in selected sections of the accompanying financial statements in order to provide an understanding of the changes in the Township’s financial position and operations.

NOTE 2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Information:

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all the governmental funds. All annual appropriations lapse at fiscal year-end.

Before March 31, the proposed budget is presented to the Township’s Board for review. The Board holds public hearings and a final budget must be prepared and adopted no later than March 31.

The appropriated budget is prepared by fund, function and activity. The legal level of budgetary control is the activity level. Budgetary control over expenditures is exercised by the Township Board. Appropriated budgets are amended by majority vote of the Township Board. The Township Board made several supplemental budgetary appropriations throughout the year.

Encumbrance accounting is employed in governmental funds. Encumbrances (e.g., purchase orders, contracts) lapse at year-end and do not constitute expenditures or liabilities because the commitments will generally be re-appropriated and honored during the subsequent year.

B. Excess of Expenditures Over Appropriations:

During the year ended March 31, 2004, the Township incurred expenditures in certain budgetary funds which were in excess of the amounts appropriated, as follows:

<u>Fund/Activity</u>	<u>Budget</u>	<u>Actual</u>	<u>Excess Expenditures</u>
General Fund:			
Township board	\$ 75,000	\$ 101,310	\$ 26,310
Treasurer	29,000	29,575	575
Township hall	150,000	159,373	9,373
Cemetery	18,000	19,294	1,294
Sheriff	4,050	7,666	3,616
Liquor law enforcement	1,650	1,800	150
Fire	9,200	9,905	705
Building inspection	85,000	88,550	3,550
Road maintenance, clean-up	105,000	105,002	2
Planning commission	30,000	32,299	2,299
Zoning	47,340	50,170	2,830
Zoning board of appeals	3,900	3,961	61
Township park	26,200	26,709	509

NOTE 3. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS

A. Deposits and Investments:

Deposits. At year-end, the carrying amount of the Township's deposits was \$367,193 and the bank balance was \$571,816. Of the bank balance, \$190,110 was covered by federal depository insurance and \$381,706 was uninsured and uncollateralized. The uninsured and uncollateralized deposits were in the form of certificates of deposit and demand deposits at several financial institutions.

Investments are categorized into these three categories of credit risk:

- (1) Insured or registered, or securities held by the Township or its agent in the Township's name.
- (2) Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Township's name.
- (3) Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the Township's name.

At year end, the Township's investment balances were as follows:

	<u>1</u>	<u>2</u>	<u>3</u>	<u>Carrying Amount</u>	<u>Market Value</u>
U.S. Government Securities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	\$ -	\$ -
Investments not subject to categorization:					
Mutual funds (LUG funds)				484,884	484,884
Mutual funds (pension plan)				<u>372,311</u>	<u>372,311</u>
Total Investments				<u>\$ 857,195</u>	<u>\$ 857,195</u>

A reconciliation of cash and investments as shown on the Combined Balance Sheet follows:

Carrying amount of deposits	\$ 367,193
Carrying amount of investments	<u>857,195</u>
Total	<u>\$ 1,224,388</u>
Cash and investments	<u>\$ 1,224,388</u>

B. Interfund Receivables and Payables:

The composition of interfund balances as of March 31, 2004, is as follows:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General	Current Tax Collection	\$ 2,457

C. Fixed Assets:

Activity in the general fixed assets account group for the Township for the year ended March 31, 2004, was as follows:

	Balances 3/31/2003	Additions	Deletions	Balances 3/31/2004
Land	\$ 165,189	\$ -	\$ -	\$ 165,189
Building	441,575	-	-	441,575
Township park	345,699	-	-	345,699
Machinery and equipment	612,759	199,476	-	812,235
Office furniture and equipment	<u>94,714</u>	<u>-</u>	<u>-</u>	<u>94,714</u>
Total General Fixed Assets	<u>\$ 1,659,936</u>	<u>\$ 199,476</u>	<u>\$ -</u>	<u>\$ 1,859,412</u>

Major sources of general fixed assets at March 31, 2004, include:

General Fund	\$ 1,076,858
Fire Operating Fund	<u>782,554</u>
Total Investment In General Fixed Assets	<u>\$ 1,859,412</u>

D. Property Taxes:

The 2003 state equalized valuation of the Township totaled \$204,714,000 and the taxable value totaled \$150,656,964 on which ad valorem taxes levied consisted of .9430 mills for township operating purposes and 1.6419 mills for fire operating purposes. These amounts are recognized in the respective General fund and Special Revenue fund financial statements as tax revenue.

E. Commitment - Water System Contract:

The Township has entered into agreements with Grand Haven Charter Township to make payments so residents of the Township have access to water. All Robinson Township residents accessing the system are billed by and treated as customers of the Grand Haven Charter Township water system. Remaining payments due under the agreements are as follows:

Years Ending March 31:	Annual Payment	Total of Payments
2005-2009	\$ 25,275	\$ 126,375
2010	8,835	8,835
2011	4,256	4,256
2012-2019	766	<u>6,128</u>
		<u>\$ 145,594</u>

The agreements also require Grand Haven Charter Township to reimburse Robinson Township for the debt service portion of water rate charges paid by Robinson Township residents to Grand Haven Township. Such reimbursements received by Robinson Township amounted to \$6,554 in the year ended March 31, 2004.

NOTE 4. OTHER INFORMATION

A. Pension Plan:

Plan Description:

The Robinson Township Pension Plan is a defined contribution plan established by the Township to provide benefits at retirement to eligible employees of the Township meeting length of service requirements. At March 31, 2004, there were 18 plan participants. The Township is required to contribute 8% of covered compensation. Plan participants are also required to contribute 8% of covered compensation. The Township contributes 20% of covered compensation for the elected trustees. Plan provisions and contributions requirements are established and may be amended by the Robinson Township Board.

Significant Accounting Policies:

Basis of Accounting. The Plan's financial statements are prepared using the accrual basis of accounting. Employer and plan participant contributions are recognized in the period that the contributions are due.

Method Used to Value Investments. Plan investments are in pooled and guaranteed accounts with Manufacturers Life Insurance Company and are reported at fair value.

As of March 31, 2004, there were 6 pooled accounts having more than 5% of the total value invested in the Plan. Investments in these 6 accounts totaled \$242,122.

B. Risk Management:

The Township is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the Township carries full multi-peril insurance coverage. Settled claims for insurance have never exceeded the amount of coverage. There was no reduction of coverage obtained through insurance during the past year.

C. Building Inspection Department:

The Township accounts for the activity of its building inspection department within its general fund. Following is a summary of building inspection revenues and expenditures for the year ended March 31, 2004:

Charges for services	\$ 65,927
Building inspection expenditures	<u>88,550</u>
Excess of revenues over (under) expenditures	<u>\$ (22,623)</u>

General Fund

The General Fund is used to account for all financial transactions not properly accounted for in another fund. Most of the current activities of the Township are accounted for through this fund which covers a wider range of activity than other funds. The General Fund receives a variety of revenues, such as general property taxes, license fees, fines, penalties, permit fees, state aid, charges for current services and other revenues.

Robinson Township
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
Year Ended March 31, 2004

	Budget	Actual	Variance Favorable (Unfavorable)
Revenues:			
Taxes	\$ 168,631	\$ 178,609	\$ 9,978
Licenses and permits	136,800	118,754	(18,046)
Grants	-	11,880	11,880
State shared revenues	430,000	398,442	(31,558)
Charges for services	7,300	4,867	(2,433)
Interest	10,000	7,135	(2,865)
Special assessments	10,225	9,710	(515)
Other	19,100	22,935	3,835
Total Revenues	<u>782,056</u>	<u>752,332</u>	<u>(29,724)</u>
Expenditures:			
Current:			
General government:			
Township board	75,000	101,310	(26,310)
Supervisor	16,000	15,100	900
Elections	8,000	2,384	5,616
Assessor	41,000	32,450	8,550
Clerk	20,000	18,725	1,275
Board of review	1,500	815	685
Treasurer	29,000	29,575	(575)
Township hall	150,000	159,373	(9,373)
Cemetery	18,000	19,294	(1,294)
Total General Government	<u>358,500</u>	<u>379,026</u>	<u>(20,526)</u>
Public safety:			
Sheriff	4,050	7,666	(3,616)
Liquor law enforcement	1,650	1,800	(150)
Fire	9,200	9,905	(705)
Building inspection	85,000	88,550	(3,550)
Total Public Safety	<u>99,900</u>	<u>107,921</u>	<u>(8,021)</u>
Public works:			
Road maintenance, clean-up, building improvements	<u>105,000</u>	<u>105,002</u>	<u>(2)</u>
Community and economic development:			
Planning commission	30,000	32,299	(2,299)
Zoning	47,340	50,170	(2,830)
Zoning board of appeals	3,900	3,961	(61)
Total Community and Economic Development	<u>81,240</u>	<u>86,430</u>	<u>(5,190)</u>

(Continued on next page)

Robinson Township
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
Year Ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Recreation and culture:			
Township park	26,200	26,709	(509)
Recreation program	<u>9,800</u>	<u>9,792</u>	<u>8</u>
Total Recreation and Culture	<u>36,000</u>	<u>36,501</u>	<u>(501)</u>
Other:			
Retirement contribution	34,000	31,639	2,361
Payroll taxes	<u>8,500</u>	<u>6,540</u>	<u>1,960</u>
Total Other	<u>42,500</u>	<u>38,179</u>	<u>4,321</u>
 Total Expenditures	 <u>723,140</u>	 <u>753,059</u>	 <u>(29,919)</u>
 Excess Of Revenues Over (Under) Expenditures	 58,916	 (727)	 (59,643)
 Fund Balance - April 1	 <u>583,234</u>	 <u>583,234</u>	 <u>-</u>
 Fund Balance - March 31	 <u>\$ 642,150</u>	 <u>\$ 582,507</u>	 <u>\$ (59,643)</u>

Fiduciary Funds

Fiduciary Funds are set up for the purpose of accounting for money and property received from nonenterprise fund sources and held by a governmental unit in the capacity of trustee, custodian or agent for individuals, governmental entities and nonpublic organizations.

There are two general types of trust funds – expendable and nonexpendable. Expendable trust funds, as their name implies, are those whose principal and income may be expended in the course of their designated operations. Nonexpendable trust funds are those whose principal must be preserved intact.

Pension Trust Fund – was established to account for accumulation of employer and employee contributions to a defined contribution pension plan.

Current Tax Collection Fund – was established to account for taxes collected by the Township during the year.

Robinson Township
FIDUCIARY FUNDS
COMBINING BALANCE SHEET
March 31, 2004

	<u>Trust</u> <u>Pension</u> <u>Trust</u>	<u>Agency</u> <u>Current</u> <u>Tax</u>	<u>Totals</u>	
			<u>2004</u>	<u>2003</u>
ASSETS				
Cash	\$ -	\$ 2,457	\$ 2,457	\$ 3,070
Investments	<u>372,311</u>	<u>-</u>	<u>372,311</u>	<u>306,473</u>
Total Assets	<u>\$ 372,311</u>	<u>\$ 2,457</u>	<u>\$ 374,768</u>	<u>\$ 309,543</u>
LIABILITIES AND FUND BALANCES				
Due to other governments	\$ -	\$ -	\$ -	\$ -
Due to other funds	<u>-</u>	<u>2,457</u>	<u>2,457</u>	<u>3,070</u>
Total Liabilities	-	2,457	2,457	3,070
Fund Balances:				
Reserved for employees' pension plan	<u>372,311</u>	<u>-</u>	<u>372,311</u>	<u>306,473</u>
Total Liabilities and Fund Balances	<u>\$ 372,311</u>	<u>\$ 2,457</u>	<u>\$ 374,768</u>	<u>\$ 309,543</u>

Robinson Township
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
CURRENT TAX COLLECTION FUND
Year Ended March 31, 2004

	Balance April 1, 2003	Additions	Deductions	Balance March 31, 2004
ASSETS				
Cash	\$ 3,070	\$ 3,409,515	\$ 3,410,128	\$ 2,457
LIABILITIES				
Due to other governments	\$ -	\$ 2,999,966	\$ 2,999,966	\$ -
Due to other funds	3,070	409,549	410,162	2,457
Total Liabilities	\$ 3,070	\$ 3,409,515	\$ 3,410,128	\$ 2,457